

Workplace Alaska

Class Specification Health Program Manager II

Created:
09/30/1997 by Rachel Wilson
Finalized on:

AKPAY Code: P5942
Class Outline Cat: B
Approved by:

Class Code: PG0122
Class Range: 19
Class Status: Active

Category: Professional
Original Date: 06/01/1990

Class Title: Health Program Manager II
Use MJR Form: Standard

Original Comments:
ORIGINAL - (PJ/JD).

Subsequent Revision Dates/Comments:
03/16/1993 - Retitle/rewrite of Health Program Specialist;
remove technical/clinical specialist (CJD/NC).
10/08/1998 - MQs
07/07/2003 - Audited (KMurry)
05/03/2006 - MQ revision (SBrinkley)
01/19/2007 - MQ revision (SBrinkley)
09/25/2008 - Workplace AK spec revision: Added Census
Job Code and AKPAY Code fields; Replaced Category field
with Class Outline Category; Updated EEO4, SOC, and Class
Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 11-9111 **Census:** 02

Last Update Comments:

Definition:

Positions in this series develop, implement, and administer programs to ensure appropriate and effective public health care delivery systems, services and operations in the State of Alaska. Positions are concerned with programmatic and administrative matters relating to development, implementation, operation, administration, evaluation and funding of public health activities in the state. Typical programmatic areas include, but are not limited to, maternal, child and family health, nutrition, emergency medical services, and health promotion and risk reduction.

Distinguishing Characteristics:

Health Program Managers are responsible, directly or through lower level staff, for most or all of the following: program planning, development, and implementation; program monitoring and evaluation; policy and procedure development; budget planning and monitoring; contract or grant negotiation and administration; and programmatic consultation, training and technical assistance to local health care programs or providers. This series is distinguished by its primary role of managing health programs. In contrast, Health and Social Services Planners focus on planning functions leading to the development of comprehensive plans of action to address health-related issues. Public Health Specialists are subject matter experts in a specific clinical or technical health specialty who's primary function is to serve as a consultant, researcher and expert in that clinical/technical specialty.

Health Program Manager II is responsible for the full scope of program administration duties for a statewide public health program. Positions are fully accountable for representing a program or performing equivalent work involving significant health care delivery system oversight. Incumbents exercise considerable independent professional judgment in managing a program which is composed either of multiple project components where issues are defined and not highly controversial, and accepted policies, practices and protocols are generally relatively stable; or a single more complex program component. Typical elements characterizing the nature of these positions include, but are not limited to: responsibility for program planning and development which requires conducting needs assessments and securing the cooperation of various agencies, service providers, advisory boards and others to coordinate, integrate and provide a complex set of services; monitoring and evaluating the procurement or provision of multiple categories of services through contracts or grants; establishment and maintenance of an integrated system of information gathering and reporting which portrays program or health care delivery activities for analysis, assessment and associated actions; conduct service and utilization reviews to assess compliance with program policies, procedures, federal requirements and other quality control criteria. Positions typically both perform and direct the efforts of other program professional, technical and support staff in the work necessary for program management.

Examples of Duties:

Compile and analyze data for federal and state programs and grant applications.

Provide expertise and assistance to provider agencies in developing programs that meet federal and state program requirements and plans; provides professional consultation on the specialized services of the project.

Prepare studies leading to establishment of guidelines for departmental activities; prepare cost benefit analysis of alternative courses of action.

Conduct site visits and evaluate state program staff, contractors and grantees to analyze effectiveness and efficiency; determine allowable expenditures and prioritize resources to maximize program benefit; recommend grantee and contractor awards and special conditions.

Develop and submit program level budget requests, federal grant applications, budget and program reports for under/over expenditures and measurable goals and objectives.

Oversee program level procurement of priority services, materials and staff.

May lead clerical and lower level technical and professional staff; recommend personnel actions; conduct staff evaluation and counseling.

Knowledge, Skills and Abilities:

Considerable knowledge of federal, state, and local health services program relationships, financing and coordination requirements.

Ability to prepare, present, secure acceptance of and implement complex health care delivery systems requiring projections of costs, types and quantities of services to be delivered and quality of standards to be met, within the constraints of federal or state legal and regulatory requirements.

Ability to administer multiple project activities.

Ability to establish priorities and develop long-range work plans.

Ability to interpret and apply agency policy.

Ability to lead the work of others and facilitate positive group dynamics.

Minimum Qualifications:

A Master's degree from an accredited college in health, public health, behavioral health, health care services, health practice, senior health care, developmental disabilities, health sciences, health care administration, or a closely related field.

AND

One year of advanced professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

Examples of qualifying State of Alaska job classes are Health Program Manager I, Nurse III, Nurse III (Psychiatric), Public Health Nurse III, Nurse Consultant I, Health and Social Services Planner I, Medical Assistance Administrator II, Mental Health Clinician II, Developmental Disabilities Program Specialist II, Social Worker III, Social Services Specialist III, Children's Services Specialist III, Program Coordinator, Project Coordinator or Associate Coordinator (w/ health focus).

Substitution:

A Bachelor's degree from an accredited college in biological, health or behavioral science; health practice; education; or public or business administration.

AND

Two years of advanced professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

OR

Graduation from a diploma or Associate degree school of nursing accredited by the National League for Nursing

AND

Four years of advanced professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Agencies employing Health Program Managers are responsible for administering a wide range of medical, behavioral and social health insurance programs for children and adults. Positions typically focus on a particular health area. Where licensure is required, the job vacancy announcement will identify the type of license necessary to apply for that specific position. The essential functions of some positions may involve exposure to infectious disease and/or biohazards. Travel may be required.

Minimum Qualification Questions:

Do you have a Master's degree from an accredited college in health, public health, behavioral health, health care services, health practice, senior health care, developmental disabilities, health sciences, health care administration, or a closely related field?

AND

Do you have one year of advanced professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination,

and/or health care service delivery?

Or Substitution:

Do you have a Bachelor's degree from an accredited college in biological, health or behavioral science; health practice; education; or public or business administration?

AND

Do you have two years of advanced professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery?

Or Substitution:

Did you graduate from a diploma or Associate degree school of nursing accredited by the National League for Nursing?

AND

Do you have four years of advanced professional level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery?